

# NSLS Contractor / Vendor Orientation Form

For Contractors or Vendors sponsored by the NSLS Department

**Instructions:** NSLS Contact and Training Coordinator to indicate required training. Contractor to collect signatures as training is done. **Send completed form to Eileen Morello (NSLS Guest Administrator), 725B.**

Contractor Employee Name: \_\_\_\_\_ BNL ID Number: \_\_\_\_\_

Employer/Company Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

NSLS Contact: \_\_\_\_\_ Contact's Phone Number: \_\_\_\_\_

## NSLS Contact complete this part

# Days Contractor Expected to be on Site: \_\_\_\_\_

Will Contractor need access to any Radiologically Controlled Areas? ☐ NO ☐ YES

If YES, NSLS Contact must initial one of the options below:

- \_\_\_\_\_ Contractor will be in a Controlled Area for less than 8 (eight) hours AND will be continuously escorted by trained, badged personnel. Visitor/Escort sign-in sheets at entrances to Controlled Areas will be used. NSLS Contact is responsible for arranging escort.
- \_\_\_\_\_ Contractor needs unescorted access to Controlled Areas, or access for more than 8 hours. RADIOLOGICAL TRAINING AND TLD ARE REQUIRED in PART D below.

NSLS Contact	Date	NSLS Training Coordinator	Date
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|---|----------------------|------|
| A. Contractor/Vendor ID badge application<br><input type="checkbox"/> Obtain from Eileen Morello, Rm. 2-104, x2145<br><input type="checkbox"/> Not required ( <i>no more than 3 days on site</i> )  | Signature            | Date |
| B. Contractor/Vendor Safety Orientation ( <i>2 hrs</i> )<br><input type="checkbox"/> Attend class any day (M-F) 8:30 am, bldg 422 and get ID card made by showing application form.<br><input type="checkbox"/> Not required ( <i>no more than 3 days on site</i> )   | Instructor Signature | Date |
| C. NSLS ESH Briefing for Contractors/Vendors ( <i>20 min.</i> )<br><input type="checkbox"/> See E. Morello or User Office to schedule appt.<br><input type="checkbox"/> Not required ( <i>no more than 3 days on site AND escorted</i> )  | Instructor Signature | Date |
| D. Radiological Training<br><input type="checkbox"/> None ( <i>no Controlled Areas, or escorted for less than 8 hrs.</i> )<br><input type="checkbox"/> GERT ( <i>Mon 3:00 to 4:15, bldg. 703</i> )<br><input type="checkbox"/> NSLS Radiological Access Module ( <i>ONLY if on site for no more than 60 days</i> )<br>Schedule Module with Training Coordinator or User Office; can also be done on Web prior to arrival. | Instructor Signature | Date |

If ID badge was issued and all training required in Parts B through D has been completed, then go to User Administration Office to get a temporary radiation badge and photo ID card encoded for access.

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|--|--------------------------------|------|
| E. Other Location Training<br><input type="checkbox"/> NSLS Beamline BLOSA<br><input type="checkbox"/> SDL (Source Development Lab) - SDL ESH Briefing<br><input type="checkbox"/> None required | Instructor Signature           | Date |
| F. Environmental Aspects Involved<br><input type="checkbox"/> None.<br><input type="checkbox"/> Yes – Training required: _____   | Training Coordinator Signature | Date |
| G. Other ESH Training Required? <input type="checkbox"/> No<br><input type="checkbox"/> Yes – specify: _____   | Training Coordinator Signature | Date |